City of Jefferson
Department of Planning & Protective Services
320 E. McCarty Street
Jefferson City, MO 65101
Phone: 573-634-6410
jcplanning@jeffcitymo.org
www.jeffersoncitymo.gov

DAYCARE HOME – ZONING CLEARANCE APPLICATION

Applicants for day care homes are to provide the following information. Please complete and return to the Department of Planning and Protective Services. Include a drawing of the property, drawn to scale, with the following:

1. Streets and property lines.
2. Location of building(s) upon the lot, including dimensions of the building(s) and distances from all property lines.
3. Driveway location and dimensions, including the area proposed to be used for off-street parking for the day care operation.
4. Location of outdoor play area.
5. Location of existing or proposed fences.
6. Interior floor plan showing child care area, kitchen, bathroom, entrances and exits.

1. Applicant Name_____

   Address_____

   Telephone_____

2. Do you reside on this property? _____ Yes _____ No

3. Are you the owner of this property? _____Yes _____ No
   If no, please provide the following information about the owner:

   Name_____

   Address_____

   Telephone_____

4. Number of children for whom care is/will be provided:

   Your own children _____
   Children of relatives _____
   Children not related to you _____
   TOTAL number of children _____

5. Days and hours of operation:_____

6. How many persons are involved or employed with the DAY CARE operation?
   Full-time _____
   Part-time _____
   TOTAL _____

7. Do all persons involved or employed with the DAY CARE live at the residence? _____Yes ___No

8. Do you own or operate any other day care facilities? _____ Yes _____ No

   If yes, please list._____

9. Regarding State licensing: Please provide a copy of the completed application forms.

   a. Do you have a state license for the above address? _____ Yes _____ No

   b. If No, has the premises been inspected for a state license? _____ Yes _____ No

   c. Have you ever been licensed at this or another facility? _____ Yes _____ No

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FOR OFFICE USE ONLY

Zoning district_____ **Classification:**_____
Approving Authority/Date_____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

ZONING REGULATIONS FOR AT-HOME DAYCARES

The Jefferson City Zoning Code defines daycares in one of three categories, depending on the number of children that are being cared for (who do not already live at the home). Daycares with six or fewer children are defined as a "Daycare Service", and are permitted in residential homes subject to the requirements listed below. Daycares with seven to ten children are defined as a "Daycare Home" and are permitted in residential homes subject to the outdoor play area, parking/loading and other requirements listed below. Daycare Homes must receive a Zoning Clearance Permit before beginning operations. Daycares with more than 10 children are defined as a "Daycare Center" and are not permitted in residential homes. Daycares are subject to both an Annual City Environmental Health Services Inspection – and – Compliance with State of Missouri Licensing requirements, as applicable. A Day Care which is licensed by the State of Missouri must comply with both state licensing requirements and City regulations. A state license does not override the City's restrictions on the number of children allowed in a Day Care Home.

DAY CARE "SERVICE" (For 1-6 children)

Day Care Service for Children or Adults. Day care service providing care for a maximum of six children or adult clients unrelated to provider is permitted as accessory to a residential use.

a. The Day Care Service shall be operated in a manner that is compatible with and not detrimental to adjacent properties or the neighborhood in general.

b. The Day Care Service shall be operated and staffed by the Applicant and family members only residing at the dwelling. No outside employees or assistants shall assist with the Day Care Service, except that a substitute shall be permitted in the occasional absence of the day care provider.

DAY CARE "HOME" (For 7-10 children)

Day Care Homes for Children or Adults. Day care for seven to ten children or adult clients may be authorized subject to the following requirements:

a. The Applicant shall establish occupancy in the dwelling prior to application for a day care home and shall reside in the dwelling in order to retain a valid Day Care Home permit.

b. The day care home shall be staffed by the Applicant and family members only residing at the dwelling. No outside employees or assistants shall assist with the day care home, except that a substitute shall be permitted in the occasional absence of the day care home provider.

c. The day care home permit shall be issued in the name of the Applicant and to the address specified in the application. The Day Care Home Permit shall not be transferrable to another location or to another day care provider.

d. Off Street Loading. A day care home shall be located on a site that will accommodate and provide space for one off-street passenger loading area to allow safe delivery and pick-up of passengers and to not impede the flow of traffic on abutting streets, in addition to the off-street parking required for the residential use (see Exhibit 35-58A).

e. Location on Arterial Streets. Day care homes which are located on designated arterial streets shall provide a means of egress to prevent patrons from backing out onto the arterial street, such as a circle driveway or paved turn-around area with minimum dimensions of ten feet in width by 20 feet in length.

f. Indoor and outdoor play spaces shall be provided in accordance with State of Missouri licensing requirements. No outdoor play space shall be permitted in the front yards.